

**RILEY COUNTY, KANSAS
JOB DESCRIPTION
ACCOUNT CLERK/ELECTIONS**

Pay Grade: 6	Job Number:	Department: Clerk	Division: Elections
Work Message Phone: 537-6300		Work Address: 110 Courthouse Plaza	
FLSA Status: Non-Exempt			

Reports To: County Clerk

Purpose: To assist in the planning and developing of an Election process that maintains a high level of integrity and promotes voter awareness for the taxpayers of Riley county. To assist customers in the services provided by the County Clerk with the best possible service and continued quality improvements.

Essential Functions:

1. Analyze and maintain voter registration data base.
 - Adding, changing, or forwarding all voter registration applications that are received.
 - Deleting, purging, all voters according to National Voter Registration Act, as well as maintaining the voter registration data base according to the guidelines set up by NVRA.
 - To strive to find new ways of keeping all voter records current.
2. Assist and maintain outside vendors in establishing an outpost for the voter registration applications.
 - maintain a supply of voter registrations applications for use to all vendors.
 - Keep in contact with vendors of any changes in procedures and policies.
 - Analyze needs for new or old outpost.
3. To assist in the planning, organizing and implementing a process to promote voter awareness.
4. Assist customers in the process of purchasing fish and game, boat licenses, park permits and homestead applications as well as any service provided by the County Clerks office.
5. To assist in the process of recruiting and preparing election day activities.
 - assist co-workers in establishing the recruiting, scheduling and data processing of all election day staffing to include but not limited to poll workers, security, board workers and all other essential personnel.
 - Assist with organizing the election day supplies for all polling places.
 - To strive to find new ways of making the election day process be a smooth and complete process.
6. Operation of County Switchboard
 - refers telephone calls to requested individuals
 - pages necessary service personnel
7. Assist in the process of calculating and distribution of the Motor Vehicle reports received from the County Treasurers office.
8. Responsible for coordinating and developing procedures for the collecting, accounting and depositing of monies received in the Clerk's office including all licenses distributed from State of Kansas, Wildlife and Parks

Department. Assist and distribute all licenses to the Vendors of Riley County, which include Fish & Game, Spring and Fall Archery turkey permits, Deer Archery permits, Boat permits, State Park permits, Kansas Waterfowl stamps, Harvest Information Program Stamps, plus County cereal malt beverage licenses, Pawnbroker and Precious Metal Dealer's licenses, Transient Merchant's licenses, Moving permits, Adoption and Boarding fees, Pet licenses; quarterly reports to Wildlife and parks, Internal Revenue, and State Treasurer.

9. Responsible for coordinating and developing procedures for the distribution of keys of the County Office building complex and the assignment and relinquishment of these keys by all county employees and maintenance personnel.
10. Bi-Monthly accounting of all Riley county employee's annual leave, sick leave, compensatory time, and overtime, bi-monthly annual leave changes, employee starting and anniversary dates, etc.
11. Assist customers in the process of purchasing fish and game, boat licenses, park permits and homestead applications as well as any service provided by the County Clerks office. This requires daily contact with the general public, phone calls, answering questions, problem solving. Notarize documents for customers and County personnel.
12. Research Riley County historical records, births, deaths, etc. for genealogical requests from all over the United States.

POSITION REQUIREMENTS:

Knowledge/Skill:

Position requires a high school diploma or GED with 2 years general office experience; ability to type 50 wpm; knowledge of Microsoft office; and experience working with the public.

Must have good communication skills and have the ability to work on multiple tasks with frequent interruptions: ability to work independently: and be a self starter. Valid driver's license required.

Supervisory Controls:

Work is assigned under general guidelines by the supervisor and performed independently on own initiative. Deadlines, scheduling and policies are reviewed and coordinated with supervisor.

Supervisory Responsibility:

None

Guidelines:

Guidelines are given both orally and in writing. Deviation and judgement are permitted in the application of these guidelines.

Complexity:

A high degree of accuracy and unchangeable deadlines must be dealt with.

Scope/Effect:

Implement necessary policies and procedure to maintain a election process that maintains a high level on integrity. To process and implement a voter awareness program that will increase the knowledge of all Riley County Taxpayers and well as all future voters.

Personal Contacts:

Many contacts are made with the general public and other personnel through out the department of city, county and state governments

Purpose of Contacts:

Contacts with the general public concern all general information of Riley County as switchboard operator. The specific information dealing with the general public concern voter registration and motor vehicle distribution information. Contact with other government officials mostly concern policies, rules, and regulations of voter registration, elections and motor vehicle.

Physical Demands:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is required to stand; walk; sit; use hands to finger, handle, or feel; reach with hands and arms; talk or hear. The employee must occasionally lift and/or move up to 10 pounds. Specific vision abilities required by this job include close vision, color vision.

Work Environment:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is exposed to a normal noise level.

Approved: _____ Date:
(Supervisor)

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if work is similar, related or a logical assignment of the position.

The job description does not constitute an employment agreement between the employer and the employee and is subject to change by the employer as the needs of the employer and requirements of the job change.